

Ohio History Connection State Archives of Ohio Local Government Records Program 800 E. 17th Avenue Columbus, OH 43211-2474

JUN 2 9 2015

STATE AND LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

Clermont County (Local government entity) STEPHEN RABULT Dog Warden (Unit) County Administrator Director (Signature of responsible official) Section B: Records Commission Clermont County Records Commission Clermont County Records Commission Records Commission (513) 735-8660 (Telephone number) 289 East Main Street Batavia 45103 Clermont (Address) (City) (City) (County)	(Signature of responsible official) Section B: Records Commission Clermont County Records Commission Clermont County Records Commission Clermont County Records Commission Clermont County Records Commission (Telephone number) 289 East Main Street Batavia (Address) (City) (City) (Zip code) (County) To have this form returned to the Records Commission met in an open meeting, as required by Section 121.22 ORC, and approved the se listed on this form and any continuation sheets. If further certify that our commission will make every effort to prevent these records from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be kind disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by the commission. Section C: Ohio History Connection - State Archives Title Date	See in	structions before completing this form.	Must be submitted with P.	ART. 2
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Schedule of Records Retention and Disposition **Continuation Sheet**

Section E: Records Retention Schedule

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Dog Warden (Unit)

(Local government entity)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2015-01	Animal Cruelty/Neglect – Includes all investigative records/reports pertaining to the cruelty/neglect of animals.	3 years	Paper/Electronic		Ē
2015-02	Citations – Includes citation forms that document and identify individuals issued citations for Chapter 955 ORC violations.	3 years	Paper/Electronic		
2015-03	Claims – Includes filed claims regarding dog bites, vicious and dangerous dogs, livestock claims, claims of damages to animals, and investigative reports relating to animal claims and investigations.	3 years	Paper/Electronic		
2015-04	Intake Records – Includes records used to document and identify all impounded dogs. Includes surrender of stray dog forms, law enforcement pickup forms and any other relevant documents relating to impounded dogs.	3 years	Paper/Electronic		
2015-05	Permission to Search Forms - Includes records authorizing enforcing officers to search premises, vehicles, property, etc.	3 years	Paper/Electronic		Ē
2015-06	Redemption Forms – Includes copies of owner identification documents and other documents relating to the redemption of dogs by their owners.	3 years	Paper/Electronic		D
2015-07	Treasurer Reports – Includes the costs assessed against all impounded dogs which are used to create quarterly Treasury reports pursuant to ORC 955.16.	3 years	Paper/Electronic		
2015-08	Weekly Reports – Report containing weekly statistics of all dogs seized, impounded, redeemed and destroyed as required by ORC 955.12.	3 years	Paper/Electronic		